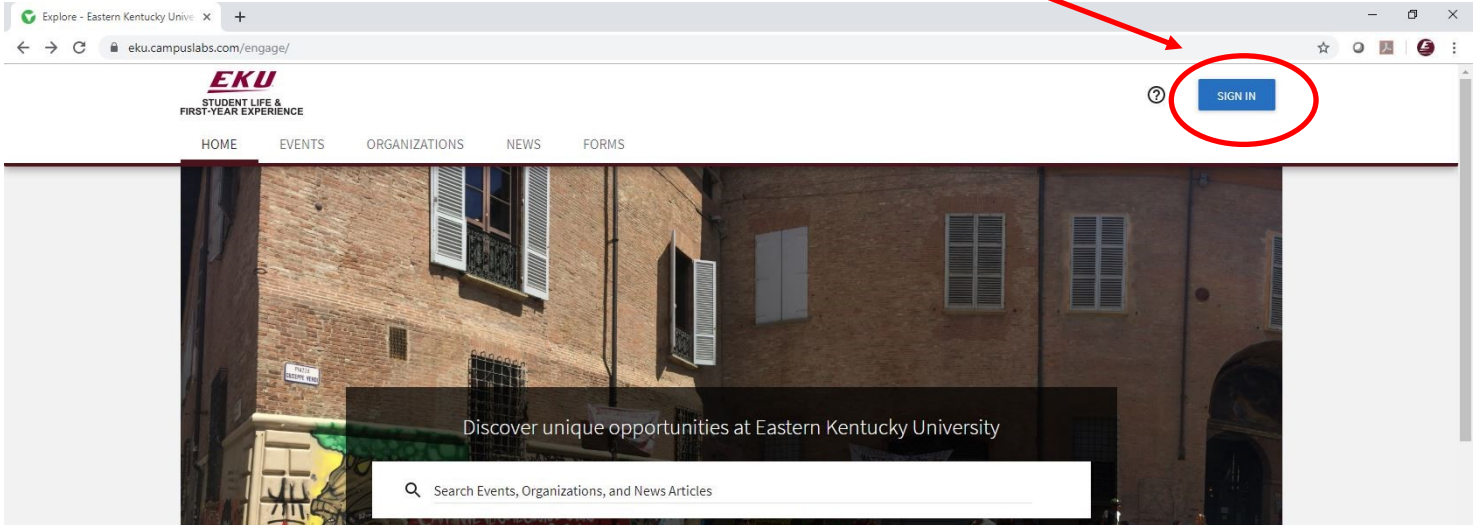


Updating the “About” Section

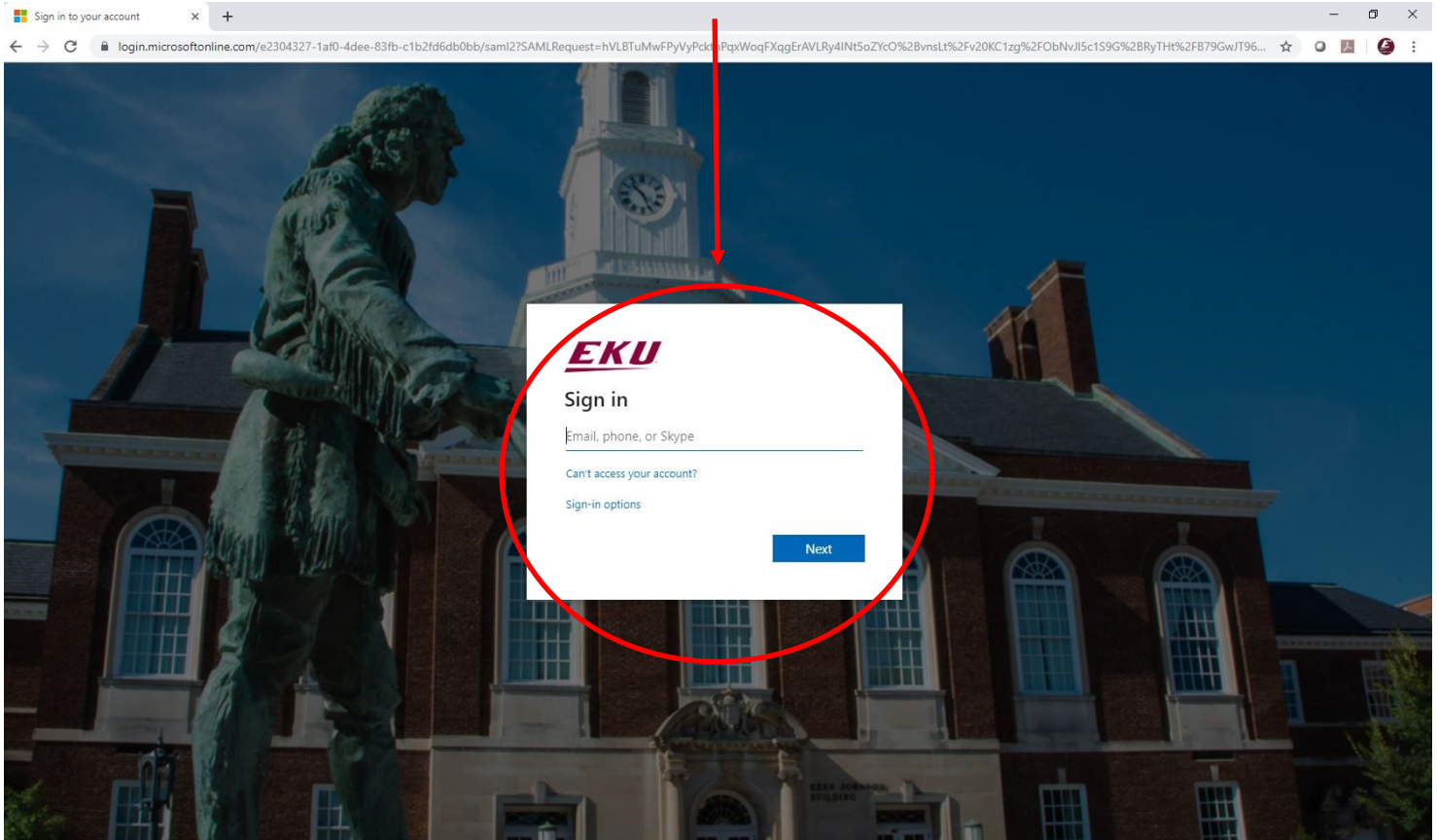
STEP 1

Visit eku.campuslabs.com/engage/, and click “Sign In” in the upper right corner (as seen below).



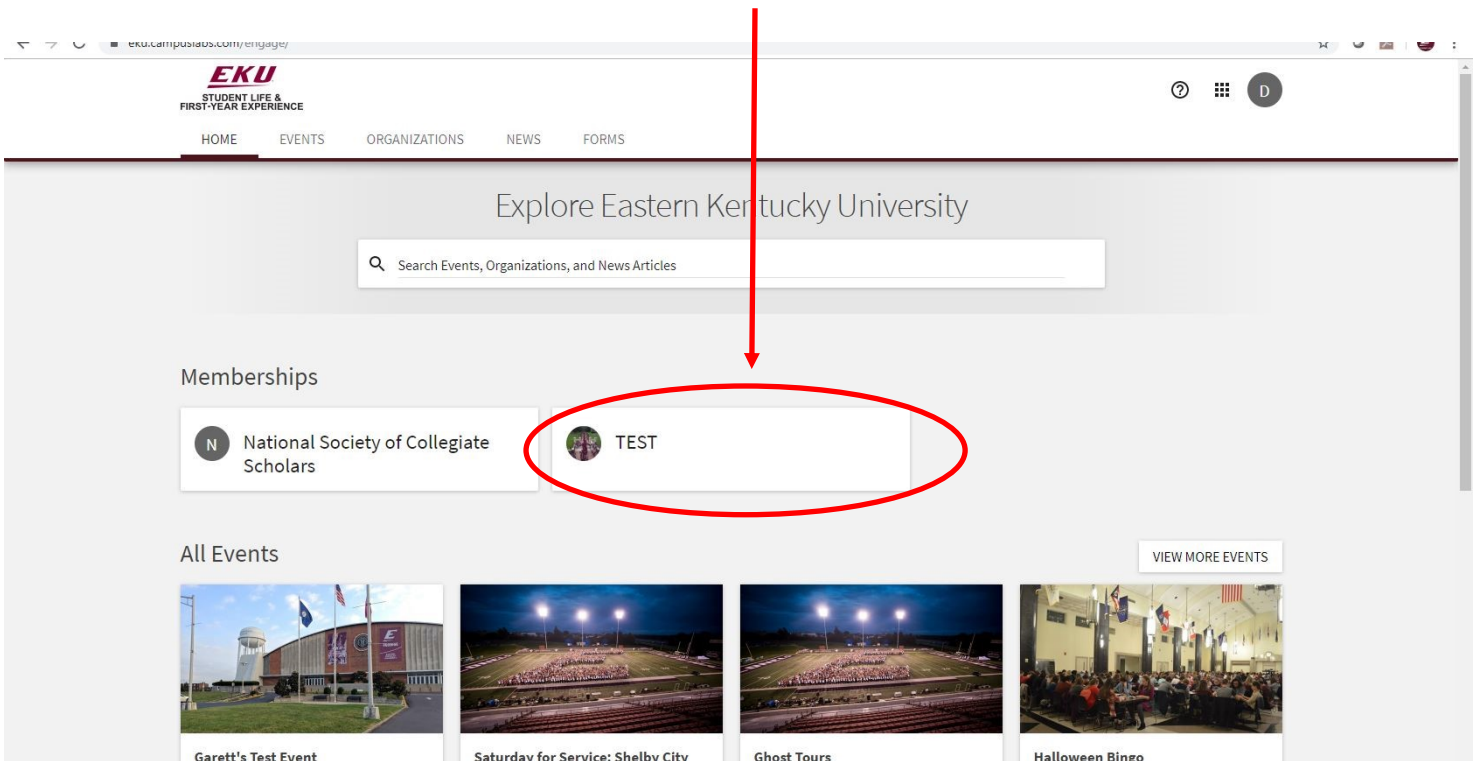
STEP 2

Enter your EKU Email credentials to log into the system.



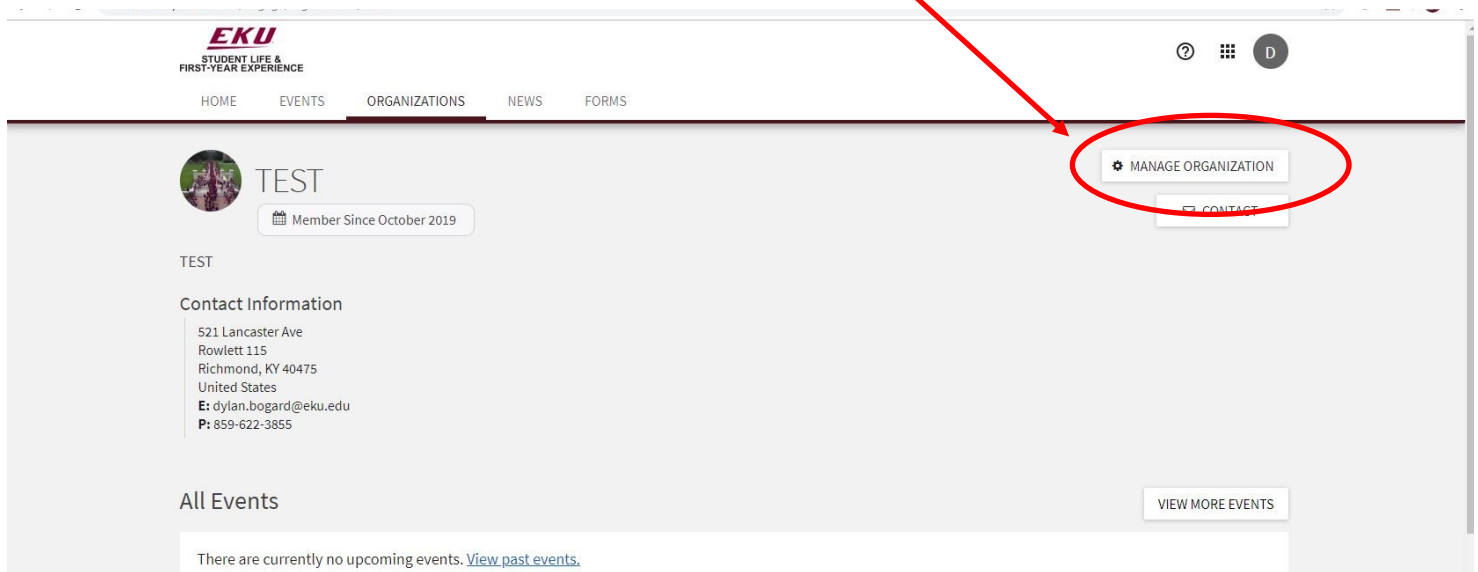
STEP 3

Locate the student organization you serve as an officer in, and click into the organization.



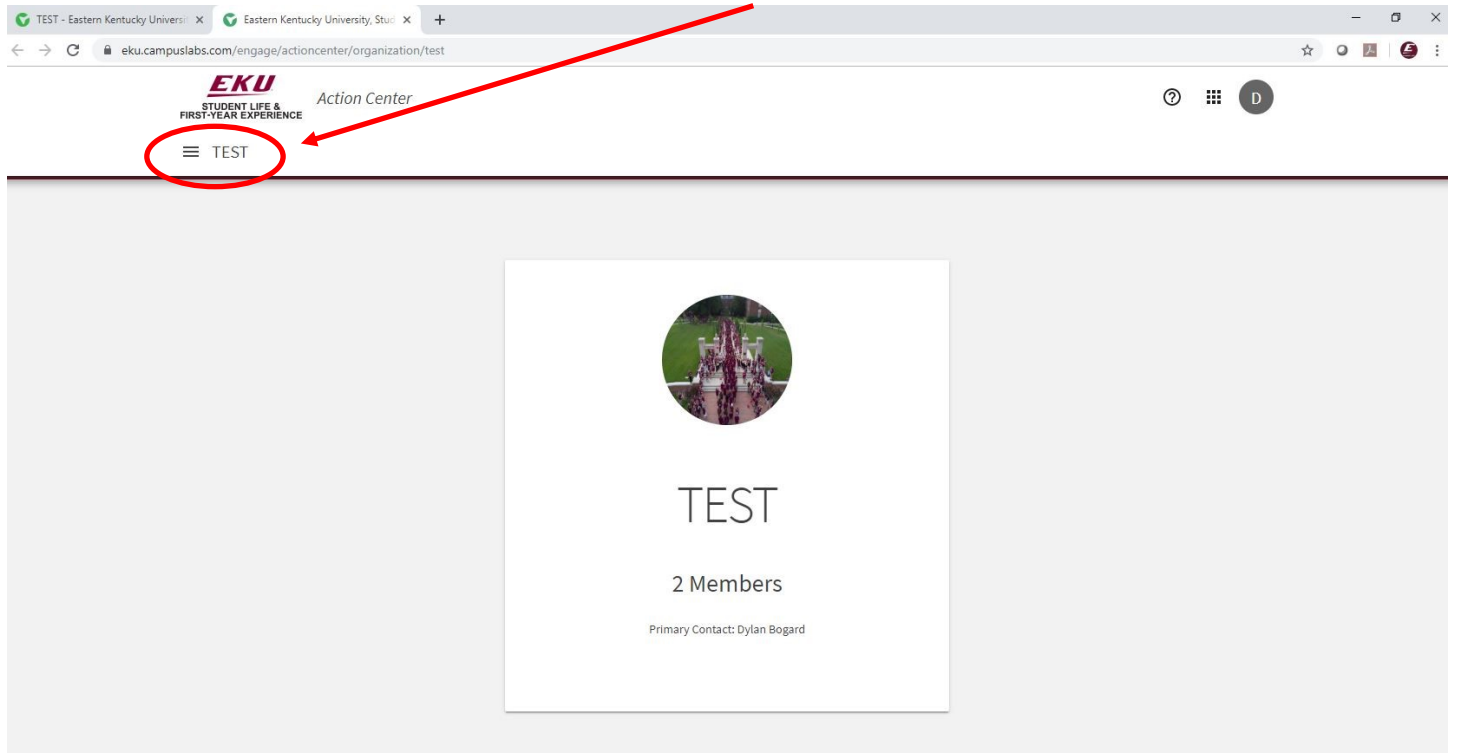
STEP 4

Once in, click on "Manage Organization" in the top right corner. If you do not see this, be sure you have accepted the invitation to be an officer.



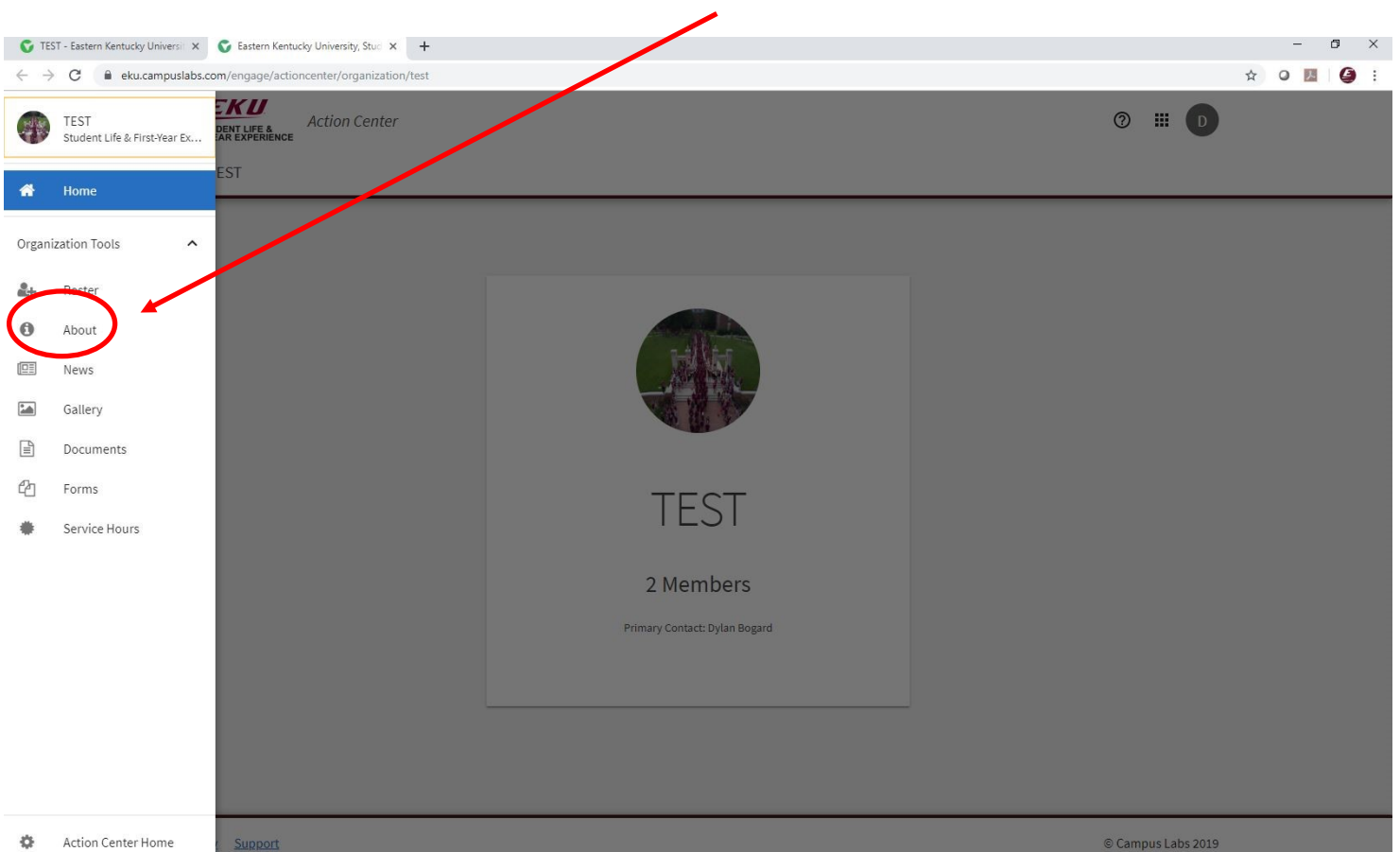
STEP 5

Select the menu icon in the top left corner.



STEP 6

Select "About."



STEP 7

Update your organization details as needed, and/or upload a new profile photo (1mb limit).

STUDENT LIFE & FIRST-YEAR EXPERIENCE

TEST

About This Organization

Form Fields Marked with an asterisk (*) are required.

Admin Tools

Official Name

*Name
TEST

Organization Details

Description

250 characters remaining

*Summary (Displays on the Organization Directory)
TEST

Profile Picture

DELETE IMAGE

Upload a new image:
Choose File No file chosen

Full Description

Rich text editor toolbar: Bold, Italic, Underline, Text Color, Background Color, Bulleted List, Numbered List, Indent, Outdent, Link, Unlink, Undo, Redo.

STEP 8

After making any changes, click on update to save.

Facebook Page URL

Twitter Username

YouTube Page URL

Vimeo Page URL

Flickr Page URL

Instagram Page URL

Google+ Page URL

LinkedIn Page URL

Pinterest Page URL

Tumblr Page URL

UPDATE